

May 22, 2006

WEST VIRGINIA BULLETIN NO: WV180-6-3

SUBJECT: CPA – Conservation Planning Course

Purpose: Notification of upcoming Conservation Planning Courses

Expiration Date: September 30, 2006

Conservation Planning Courses (Modules (6-8)) have been planned for the following:

South Area - Wednesday, May 31, 2006 – Beckley Area Office
West Area - Wednesday, June 7, 2006 – Parkersburg Service Center
East Area - Wednesday, June 14, 2006 – WVU Coliseum, Jerry West Lounge
Makeup Session - Friday, August 11, 2006 - State Office Morgantown, WV

This course is to allow conservation planners previously certified under a waiver to maintain their certification in West Virginia. NRCS employees interested in taking Modules 6-8 of the Conservation Planning Course must get approval from their immediate supervisor and Assistant State Conservationist for Field Operations.

The training will run for one (1) full day from 9:00 am to 3:00 pm.

Successful completion of Modules 1-5 of the Conservation Planning Course is a prerequisite to attend this training. Modules 1-5 can be accessed at the following website:

<http://www.nedc.nrcs.usda.gov/catalog/consplan.html>

Participants should send in proof of completion of modules 1-5 to Rick Heaslip, SRC one week prior to their training session. Those who do not have proof of completing the Modules 1-5 training will be required to take the full conservation planning course as described in the General Manual.

The following is a tentative agenda for the training:

Agenda

Area Conservation Planning Course – Modules 6-8

TITLE	APPROX. LENGTH	INSTRUCTOR
Welcome / Introductions and Pre-Test	20 min	Assist. State Conservationist - FO
Intro to the National Planning Procedures Handbook and the Nine-Step Planning Procedure	10 min	B. McWhorter
Field Office Technical Guide	45 min	C. Shrader
Section I		C. Shrader
Section II		I. Wolford
Section III and V		B. McWhorter
Exercise		B. McWhorter
Break	15 min	
Section IV	90 min	All
Parts of a Standard		C. Shrader
Development of a Specification		B. McWhorter
Tools		All
590 Worksheets and Calibration Sheets		I. Wolford
CNMP Template		I. Wolford
RUSLE 2		I. Wolford
Wildlife/SVAP/Others		All
Lunch	45 min	
NEPA Documentation	60 min	C. Shrader
CPA-052		C. Shrader
Wetlands		C. Shrader
T&E		C. Shrader
Cultural Resources		B. McWhorter
Break	15 min	
Conservation Planning Process Policy Review and Assignment	30 min	B. O'Donnell
Post-Test	15 min	Assist. State Conservationist - FO
Discussion/Questions	15 min	All

Following the completion of the Modules 6-8 training, each candidate will submit one originally developed conservation plan for review by the State Resource Conservationist/staff. **The plan will contain a minimum of two land uses such as cropland, pastureland, hayland, forestland, wildlife land or headquarters.** The plan submitted may be a Resource Management System (RMS) or a progressive plan.

The attached Conservation Plan Evaluation form (WV-180-6 2/06) will be used to evaluate submitted plans. A portion of all submitted plans will be field checked for accuracy.

Each plan submitted shall be reviewed by the candidate's immediate supervisor. This review will be documented in the conservation assistance notes portion of the plan.

All plans must be submitted and finalized by **December 29, 2006.**

If the first plan submitted meets the requirements of the National Planning Procedures Handbook and no corrections are necessary, no additional conservation plans will need to be submitted. The applicant and appropriate ASTC-FO will then be notified of the candidate's successful completion of the course.

If the first plan, as submitted, does not meet the requirements of the National Planning Procedures Handbook, that plan will need to be corrected and two additional plans will need to be submitted.

One plan will be submitted at a time and the next plan will not be submitted until the previous plan has been reviewed, corrected and finalized as needed.

Finalization of completion of module 9 will occur when the candidate receives written notification from the State Resource Conservationist/staff that the submitted plan is acceptable.

Once a plan/revision is submitted by a candidate, the State Resource Conservationist/staff will have a maximum of 30 calendar days to respond with comments and revisions necessary to bring the plan to an acceptable level.

Each plan will be evaluated using the attached Conservation Plan Evaluation form (WV-180-6 2/06). A copy of the completed form will be provided to the candidate. Each plan will be corrected as needed to attain minimum acceptability.

1. The first plan submitted by the candidate will be evaluated by the State Resource Conservationist/staff to determine acceptability as many times as necessary to achieve the minimum acceptable level. The first plan will be submitted within 3 months of the completion of modules 6-8.
2. If the first plan cannot be submitted within the first 3 months, the candidate must submit in writing the reason(s) for delay to their immediate supervisor and forwarded to the State Resource Conservationist. The State Conservationist will take appropriate action as required.
3. The second plan submitted will be reviewed by the State Resource Conservationist/staff and returned for correction only once. If the subsequent revision still does not meet minimum acceptability the candidate must take the full conservation planning course as described in the General Manual.
4. The third and final plan submitted for review will be evaluated by the State Resource Conservationist/staff and shall be submitted by the candidate only once. If the plan does not meet minimum acceptability the candidate will be required to re-take modules 6-8 and re-submit the three new plans.
5. **If a plan or plans are not submitted and/or re-submitted for correction as outlined above, the candidate will be notified to take the full conservation planning course as described in the General Manual at the next available opportunity.**

Please contact Rick Heaslip with any questions you might have regarding the training. Rick may be reached at 304-284-7579.

/s/

RONALD L. HILLIARD
State Conservationist

cc: Truman Wolfe, Executive Director, WVCA, Charleston, WV
Norm Bailey, Assistant Division Director, WVCA, Parkersburg, WV

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